

**RULES  
OF  
THE STATE BOARD OF EDUCATION**

**CHAPTER 0520-02-04  
EDUCATOR PREPARATION**

**TABLE OF CONTENTS**

0520-02-04-.01 General Information and Regulations	0520-02-04-.09 Requirements for Endorsements, Grades 7-12, on a Teacher License
0520-02-04-.02 Types of Licenses and Certificates	0520-02-04-.10 Requirements for Endorsements, Grades K-12, on a Teacher License
0520-02-04-.03 The Transitional License, Interim Licenses, and Permits	0520-02-04-.11 Reserved
0520-02-04-.04 Application for the Teacher License	0520-02-04-.12 Requirements for the Professional School Service Personnel License
0520-02-04-.05 The Praxis Series: Professional Assessments for Beginning Teachers	0520-02-04-.13 Requirements for the Occupational Education License
0520-02-04-.06 Reserved	0520-02-04-.14 Renewal of Teacher Licenses
0520-02-04-.07 Requirements for Endorsements, Grades K-8, on a Teacher License	0520-02-04-.15 Renewal of Administrator Licenses
0520-02-04-.08 Reserved	

**0520-02-04-.01 GENERAL INFORMATION AND REGULATIONS.**

- (1) All educator preparation providers and the licensure programs they offer must be approved by the State Board of Education. Approval shall be awarded based on policies established by the State Board of Education.
- (2) Licensure programs may be offered by Tennessee institutions of higher education, Tennessee local education agencies, education-related organizations, or the Tennessee Department of Education.
- (3) All approved educator preparation providers offered by Tennessee institutions of higher education and education-related organizations must establish and document a collaborative partnership with at least one Tennessee local education agency. Requirements for this partnership are defined in State Board of Education policy.
- (4) Licensure programs, which are conditionally or fully approved by the State Board of Education according to State Board of Education Policy, will be eligible to prepare and recommend candidates for licensure.
- (5) Educator preparation providers must identify the area(s) of endorsement, for which the candidate is recommended, when the licensure application is submitted. Eligibility for endorsement areas are defined in State Board of Education policy.
- (6) Educator preparation providers that offer programs for additional endorsements shall submit to the Tennessee Department of Education a list of specialty areas in which additional endorsements are offered. Providers will verify completion of the appropriate course requirements to the Tennessee Department of Education.

**Authority:** T.C.A. § 49-1-302. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed June 29, 1993; effective September 28, 1993. Amendment filed August 10, 1993; effective December 29, 1993. Amendment filed November 3, 1993; effective March 30, 1994. Amendment filed October 11, 1995; effective February 28, 1996. Amendment filed April 29, 1996; effective August 28, 1996. Amendment filed November 18, 1999; effective March 30, 1999. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed April 28, 2000; effective August 28, 2000. Amendment filed April 30, 2001; effective August 28, 2001. Amendment filed January 26, 2004; effective May 28, 2004. Amendment filed June 30, 2005; effective

(Rule 0520-02-04-.01, continued)

*October 28, 2005. Amendment filed December 28, 2005; effective April 28, 2006. Amendment filed July 31, 2008; effective November 28, 2008. Amendment filed September 23, 2008; effective January 28, 2009. Amendments filed April 30, 2009; effective August 28, 2009. Amendments filed December 19, 2012; effective May 31, 2013. Amendment filed June 18, 2013; effective November 28, 2013. Amendment filed July 23, 2014; effective October 20, 2014. Repeal and new rule 0520-02-04-.01 filed May 29, 2015; effective August 27, 2015. Amendment of rule 0520-02-04 (9)(a) filed May 29, 2015; effective August 27, 2015. On July 30, 2015, the State Board of Education filed a withdrawal of the rule.*

## **0520-02-04-.02 TYPES OF LICENSES AND CERTIFICATES.**

### **(1) Credentials Currently Issued.**

- (a) Apprentice License (Teacher, Special Group Teacher). Initial three-year license issued to applicants who have completed a bachelor's degree and an approved program and who have submitted minimum qualifying scores on required teacher licensure examinations. Renewable.
- (b) Apprentice Occupational Education License. Initial three-year license issued upon satisfactory completion of issuance requirements. Renewable.
- (c) Professional License. A ten-year teaching license issued upon satisfactory performance at the apprentice level and accrual of three years of teaching experience. Renewable.
- (d) Professional Occupational Education License. A ten-year teaching license issued upon satisfactory performance at the apprentice level and completion of other issuance requirements including accrual of three years of teaching experience. Renewable.
- (e) Out-of-State Teacher License. Initial three-year license issued to applicants with acceptable teaching experience in other states. The applicant must have completed a bachelor's degree and an approved teacher education program or a program under terms of a signed reciprocal contract with another state and must have submitted minimum qualifying scores on the required teacher licensure examinations. Renewable.
- (f) Non-Public School Teacher License. A five-year license issued to persons holding an apprentice or out-of-state license who are employed by a non-public school in Tennessee. The original term of the non-public school teacher license has the same expiration date as the teacher's existing apprentice or out-of-state license. Renewable.
- (g) JROTC Teacher License. A five-year license issued to active or retired military personnel who seek to serve as junior reserve officers' training corps (JROTC) teachers, based upon a certification of preparation by the branch of the military approving the teacher placement. The JROTC teacher license does not entitle an individual to teach courses other than those designated as part of the JROTC program, consistent with the requirements of TCA 49-5-108. No other teaching endorsements may be added to a JROTC license. JROTC teachers may earn a teaching credential with an endorsement in a content area through a teacher preparation program approved by the state board of education. Renewable.
- (h) International Teacher Exchange License. A three-year license issued to teachers participating in an international teacher exchange programs that meet certain criteria. Nonrenewable.

(Rule 0520-02-04-.02, continued)

- (i) Professional School Service Personnel License. A ten-year license issued upon satisfactory performance at the apprentice level and accrual of three years of teaching experience. Renewable.
- (j) Beginning Administrator A License. Initial five-year license issued to applicants based upon a minimum of a master's degree, an approved school administration and supervision program, and submittal of minimum qualifying scores on the state required test/assessment for principals, supervisors of instruction, or other school administrators. Renewable.
- (k) Beginning Administrator B License. Initial five-year license issued to applicants based upon a minimum of a master's degree, an approved school administration and supervision program that included an internship, and submittal of minimum qualifying scores on the state required test/assessment for principals, supervisors of instruction, or other school administrators. Renewable.
- (l) Professional Administrator License. A ten-year license issued to applicants upon satisfactory performance for a minimum of two years (one year for applicants with approved internship experience) at the beginning administrator level as a principal, supervisor of instruction, or other school administrator position designated by state board of education policy to qualify for evaluation and recommendation for this license. Renewable. Persons having an endorsement in administration/supervision, supervisor of instruction, or principal on August 31, 1994, shall be issued a professional administrator license, regardless of whether such persons are employed as a principal, supervisor of instruction, or other educational position.
- (m) Transitional License. A one-year license issued to applicants with a bachelor's degree who have verified knowledge of the teaching content area in accordance with policies of the State Board of Education and have been admitted to or enrolled in an approved transitional licensure program. Renewable two (2) times upon satisfactory progress toward completion of the program, consistent with state board of education policies. Effective no later than school year 2010-11. Individuals may teach on a transitional license for a maximum of three (3) years.
- (n) Interim B Teacher License. A one-year license issued to applicants who meet all licensing requirements but lack minimum qualifying scores on required teacher licensure examinations. Renewable one time.
- (o) Interim D License for Interns. A one-year license issued to applicants who have a bachelor's degree and who have been admitted to an approved teacher education program that includes an internship. Renewable two times.
- (p) Adjunct License. A one-year license issued to applicants who teach no more than three classes in subject areas of critical shortage as designated by the state board of education and who hold a bachelor's degree, have verified knowledge of the teaching content area and have completed a pre-service preparation program approved by the state board of education. Renewable nine times.
- (q) Emergency Teaching Credential. A one-year credential, effective for only one school year, to be issued to displaced licensed teachers under one of the following circumstances:
  - 1. The Governor declares a state of emergency or declares a disaster under TCA 58-2-107, and the Commissioner of Education determines the necessity of conferring an emergency credential to displaced persons, or

(Rule 0520-02-04-.02, continued)

2. A federal state of emergency is declared anywhere in the United States, and the Commissioner of Education determines the necessity of conferring an emergency credential to displaced persons.

**Authority:** T.C.A. §§ 49-1-302, 49-5-101, 49-5-108 and 49-5-5201. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed June 29, 1993; effective September 28, 1993. Amendment filed November 3, 1993; effective March 30, 1994. Amended by Public Chapter No. 957 Acts of 1994; effective May 10, 1994. (See Attorney General Opinion No. 094-080). Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed May 28, 1999; effective September 28, 1999. Repeal and new rule filed April 17, 2006; effective August 28, 2006. Amendments filed April 30, 2009; effective August 28, 2009. However, notice of withdrawal of proposed amendment (2) filed August 3, 2009 and effective August 3, 2009 (to have been effective August 28, 2009).

### **0520-02-04-.03 THE TRANSITIONAL LICENSE, INTERIM LICENSES, AND PERMITS.**

- (1) The Transitional license is issued to individuals who meet the following requirements and are valid until the following August 31. Effective for teaching no later than school year 2009-10. Individuals may teach on a transitional/alternative license (of any kind) for a maximum of three (3) years.

#### **(a) Transitional License**

1. The applicant must have been granted at least a bachelor's degree from a regionally accredited institution of higher education. The applicant must meet the content requirements for the desired area of endorsement by one (1) of the following: (a) completion of an academic major in the desired area of endorsement, (b) documentation of at least twenty-four (24) semester hours in the teaching content area, or (c) successful completion of the required specialty examination.
2. The applicant must have been admitted to the transitional teacher preparation program consistent with policies adopted by the state board of education. The applicant must have successfully completed the orientation component of the professional education core before the first renewal of the license.
3. A Tennessee director of schools must state intent to employ the applicant and must provide the requisite support of one (1) or more teacher mentors throughout the transitional licensure period.
4. Applicants are eligible to participate in transitional teacher preparation programs in all teaching areas. Applicants may be required to complete requirements addressing the knowledge and skills specified for the endorsement sought in addition to the professional education core.
5. School systems shall assess the effectiveness of the teacher each year using evaluation procedures approved by the state board of education.
6. Each year of successful teaching on a transitional license shall count as one (1) year towards the professional license.
7. One (1) year of successful teaching shall substitute for the student teaching requirement if the transitional licensure program is completed following the first year of teaching. If completion of the transitional licensure program requires two (2) or more years, then two (2) years of successful teaching shall substitute for the student teaching requirement.

(Rule 0520-02-04-.03, continued)

8. The transitional license may be reissued two (2) times, as necessary for program completion, provided that the teacher has received a successful evaluation and is making adequate progress in completing the professional development requirements of the transitional teacher preparation program.
- (2) Interim licenses are issued to individuals who meet the following requirements and are valid until the following August 31.
  - (a) Interim B License.
    1. An interim B license shall be issued if the applicant meets all requirements as determined by the state board of education.
    2. A Tennessee director of schools must state intent to employ the applicant.
    3. An individual may be reissued an interim B license one time provided that a director of schools states intent to employ and a second time if the director verifies that the individual meets the criteria stated in TCA 49-5-5605.
    4. A fully licensed teacher from a state other than Tennessee who did not hold a teaching license in another state prior to July 1, 1984, and who meets all requirements except testing requirements, shall be issued an interim B license for one year. At the end of the first year of employment, upon successful completion of the test requirements, local evaluation, other minimum requirements, and the recommendation of the local education agency, the applicant may apply for the appropriate license based on allowable teaching experience.
  - (b) Interim D License for Interns.
    1. The applicant must have been granted a bachelor's degree from a regionally accredited institution of higher education and must be admitted to an approved teacher education program that includes an internship.
    2. The applicant must be recommended for the license by an institution of higher education with an approved teacher education program that includes an internship.
    3. Successful completion of the internship shall count as the first apprentice year of teaching.
    4. The interim D license for Interns may be reissued two times; an intern may teach using the license for the equivalent of no more than one school year.
- (3) Adjunct licenses are issued to individuals who meet the following requirements and are valid until the following August 31.
  - (a) Adjunct License.
    1. The applicant must hold at least a master's degree or a bachelor's degree with 24 semester hours of credit in the content area in which they will be teaching from a regionally accredited institution of higher education and must have at least five years of work experience in the subject(s) to be taught.
    2. The applicant for an adjunct license must have completed the pre-service portion of an adjunct licensure program that addresses the knowledge and skills in the

(Rule 0520-02-04-.03, continued)

professional education core and that has been approved by the state board of education.

3. A Tennessee director of schools must state intent to employ the applicant for specific subject(s) and course(s) not to exceed three classes and must provide a mentor teacher for the applicant during the first year of teaching.
4. Applicants are eligible for an adjunct license for the specific subject(s) or course(s) indicated on the application in subject areas of critical shortage as designated by the state board of education.
5. School systems shall assess the effectiveness of the teachers annually using the evaluation procedures approved by the state board of education.
6. Applicants may renew an adjunct license annually but not more than nine times provided that a director of schools states intent to employ and provided that the applicant has received a successful evaluation in the preceding year. Before the first renewal, the applicant must have passed all required licensure examinations.
7. The teacher shall not attain licensure beyond the approved subject(s) or course(s) without successfully completing the state's regular or alternative licensure programs.

(4) Permit.

- (a) The state may issue a permit when a school system meets the following requirements:
  1. A director of schools must state intent to employ and indicate the position to be held by the applicant.
  2. The school system must indicate that it is unable to obtain the services of a licensed teacher for the type and kind of school in which a vacancy exists.
  3. The school system must have posted the position, advertised in appropriate media; and listed the position on a state or national Internet website.
- (b) The state may issue a permit to a school system to hire an applicant one time and only if the applicant holds a bachelor's degree. A bachelor's degree is not required for an applicant in occupational education.

**Authority:** T.C.A. §§ 49-1-302, 49-5-101, and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed January 31, 1995; effective May 31, 1995. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed April 28, 2000; effective August 28, 2000. Amendment filed July 31, 2000; effective November 28, 2000. Amendment filed August 31, 2001; effective December 28, 2001. Amendment filed October 31, 2002; effective February 28, 2003. Amendment filed May 19, 2005; effective September 28, 2005. Repeal and new rule filed April 17, 2006; effective August 28, 2006. Amendments filed April 30, 2009; effective August 28, 2009.

**0520-02-04-.04 APPLICATION FOR THE TEACHER LICENSE.**

- (1) In-State Applicant for Initial License. The applicant shall apply to the Office of Teacher Licensing. An applicant who has completed an approved teacher education program at a Tennessee institution shall make application through the appropriate official of the institution of higher education.

(0520-02-04-.04, continued)

- (2) Out-of-State Applicant for License. An applicant from a state other than Tennessee shall make application to the Office of Teacher Licensing. An apprentice license shall be issued to teachers who have no teaching experience. The out-of-state teacher license shall be issued to applicants from other states who have one or more years of acceptable teaching experience and who meet all current requirements for a Tennessee teaching license, or who meet the conditions of a signed reciprocal contract. When the teacher has successfully completed the requisite years of experience in a Tennessee public school and has met other requirements, the teacher shall be issued the appropriate license.
- (3) Official transcripts, which bear the school seal and/or signature of the registrar, of all college credits must be submitted with the application. These transcripts and forms upon which licensure is granted become the property of the State of Tennessee. Photocopies are not acceptable.
- (4) Upon receipt of the applications, transcripts, and results of any tests required by the State Board of Education, the materials will be evaluated and a license will be sent to the applicant or the materials will be returned with a statement of deficiencies.

**Authority:** T.C.A. §§ 49-1-302; 49-5-101 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 28, 1999; effective September 28, 1999.

#### **0520-02-04-.05 THE PRAXIS SERIES: PROFESSIONAL ASSESSMENTS FOR BEGINNING TEACHERS.**

- (1) Individuals applying for initial teacher licensure in Tennessee shall submit passing scores on a test that measures professional knowledge and is correlated to Tennessee's Professional Education Standards. This requirement does not apply to school counselors, school psychologists, school social workers, or speech/language teachers.
- (2) Applicants for licensure in Tennessee shall submit passing scores on the content specialty area test(s) for all endorsements to be listed on the licenses.
- (3) Applicants who are deaf or hard of hearing who seek licensure and endorsement in Special Education: Hearing PreK-12 shall take the licensure exam covering Tennessee's Professional Education Standards and shall take the designated licensure content specialty exam(s). However, there shall be no minimum scores required on these examinations for candidates who are deaf or hard of hearing.
- (4) An applicant from another state may be exempt from Tennessee's testing requirements if the applicant meets one of the following conditions:
  - (a) The applicant holds a valid license from a reciprocal state and provides verification of appropriate experience, or
  - (b) The applicant completes a teacher preparation program in a reciprocal state and holds a full license from that state, or
  - (c) The applicant has been certified by the National Board for Professional Teaching Standards.
- (5) The examinations and corresponding required scores are specified in Board Policy 5.105.

**Authority:** T.C.A. §§ 49-1-302 and 49-5-5605. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed September 1, 1992; effective December 29, 1992. Amendment filed January 29, 1993; effective April 30, 1993. Amendment filed January 31, 1995;

(Rule 0520-02-04-.05, continued)

effective May 31, 1995. Amendment filed March 14, 1995; effective July 28, 1995. Amendment filed October 11, 1995; effective February 28, 1996. Amendment filed January 14, 1997; effective May 30, 1997. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed November 18, 1999; effective March 30, 1999. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed November 30, 1999; effective March 29, 2000. Amendment filed October 31, 2000; effective February 28, 2000. Amendment filed October 31, 2000; effective February 28, 2001. Amendment filed August 31, 2001; effective December 28, 2001. Amendment filed March 28, 2002; effective July 29, 2002. Amendment filed October 31, 2002; effective February 28, 2003. Amendment filed January 26, 2004; effective May 28, 2004. Amendment filed March 1, 2005; effective July 29, 2005. Amendment filed December 28, 2005; effective April 28, 2006. Amendment filed April 30, 2009; effective August 28, 2009. Amendment filed February 24, 2010; effective July 29, 2010.

**0520-02-04-.06 RESERVED.**

**0520-02-04-.07 REQUIREMENTS FOR ENDORSEMENTS, GRADES K-8, ON A TEACHER LICENSE.**

(1) through (5) Reserved.

**Authority:** T.C.A. §§ 49-1-302 and 49-5-108. (Public Chapter No. 535 - Education Improvement Act).

**Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Amendment filed January 29, 1993; effective April 30, 1993. Amendment filed November 22, 1993; effective March 30, 1994. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed February 20, 2008; effective June 27, 2008

**0520-02-04-.08 RESERVED.**

**Authority:** T.C.A. §§49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Expired rules edited by Secretary of State in October 1996.

**0520-02-04-.09 REQUIREMENTS FOR ENDORSEMENTS, GRADES 7-12, ON A TEACHER LICENSE.**

(1) Teachers who hold a valid Tennessee license with a 7-12 endorsement may add a 7-12 endorsement by obtaining a passing score on all of the required, state-approved teacher licensure specialty exams and submitting application with the passing scores to the State Department of Education.

(2) through (4) Reserved.

(5) Bible.

A minimum of 12 semester hours in literature of the Bible is required. Coursework may not include courses in theology, doctrine, ethics, dogma and other courses of a doctrinal nature.

(6) and (7) Reserved.

(8) Driver Education.

The applicant shall hold an endorsement in another subject area, grades 7-12 or K-12 and shall complete at least 10 semester hours of driver and traffic safety education including the following areas:

(a) Basic driver and traffic safety education

(b) Advanced driver and traffic safety education



(Rule 0520-02-04-.09, continued)

- (c) General safety
- (d) First aid and emergency medical services.

(9) through (26) Reserved.

**Authority:** T.C.A. §§ 49-1-202, 49-1-302, 49-1-302(15), 49-1-302(16) and 49-5-108. (Public Chapter No. 535 - Education Improvement Act). **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed May 12, 1992; effective August 29, 1992. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; effective September 28, 1999. Amendments filed September 6, 2007; effective January 28, 2008. Amendment filed February 20, 2008; effective June 27, 2008. Amendment filed October 20, 2009; effective March 31, 2010.

**0520-02-04-.10 REQUIREMENTS FOR ENDORSEMENTS, GRADES K-12, ON A TEACHER LICENSE.**

(1) through (13) Reserved.

(14) Superintendent.

- (a) The applicant shall hold a license endorsed principal, supervisor of instruction, or administration/supervision.
- (b) The applicant shall have at least a master's degree. The applicant shall have a graduate major in educational administration and supervision or a minimum of 20 graduate semester hours in administration, supervision, and related courses. The following courses must be included:
  - 1. School organization and administration
  - 2. Supervision
  - 3. Curriculum development
  - 4. School finance
  - 5. School plant and transportation
  - 6. School and community relations.
- (c) The applicant shall have five years acceptable experience which shall include teaching and/or administration.

(15) Supervisor of Attendance.

- (a) The applicant shall hold a teacher license.
- (b) The applicant shall have 5 years of teaching experience.
- (c) The applicant shall complete 8 semester hours in areas such as:
  - 1. Counseling and guidance
  - 2. Community and school relations
  - 3. Special education

(Rule 0520-02-04-.10, continued)

4. Social case work
5. State and federal laws relating to school attendance.

**Authority:** T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; September 28, 1999. Amendment filed April 28, 2000; effective August 28, 2000.

**0520-02-04-.11 RESERVED.**

**0520-02-04-.12 REQUIREMENTS FOR THE PROFESSIONAL SCHOOL SERVICE PERSONNEL LICENSE.**

The professional school service personnel license requires at least a bachelor's degree and is issued to an applicant who has met the requirements for an endorsement as a school counselor, school psychologist, school social worker, school food service supervisor, school speech-language pathologist, and school audiologist. The license is valid for ten years and may be renewed in accordance with the same regulations that are specified for renewal of a Tennessee teacher professional license.

(1) School Food Service Supervisor Endorsement

- (a) The applicant shall hold a bachelor's degree and the applicant shall be a licensed educator or shall have completed at least 18 semester hours in education, psychology, or sociology.
- (b) The applicant shall complete 12 semester hours including course work in each of the following:
  1. Personnel management,
  2. Nutrition,
  3. Accounting, cost analysis, or financial management of food systems, and
  4. Spread sheet applications.
- (c) The applicant shall complete one of the following:
  1. A field experience of 6 semester hours, or
  2. A professional experience--supervised by a licensed school food service supervisor--of at least 120 clock hours including the following areas: procurement, quantity foods, design and layout, and sanitation and food safety.

(2) School Speech-Language Pathologist

Candidates applying for a professional school service personnel license as a school speech-language pathologist shall satisfy one of the following criteria:

- (a) Applicants new to the field seeking initial professional school service personnel licensure shall complete a graduate degree in speech-language pathology from a state or regionally accredited institution of higher education with a speech-language graduate level program approved by the American Speech-Language-Hearing Association. They must also achieve a passing score on the examination required by the State Board of Education in Rule 0520-02-04-.05. Fully licensed teachers who are

(Rule 0520-04-02-.12, continued)

serving on employment standard waivers as speech-language teachers shall meet these requirements to be licensed as a school speech-language pathologist.

- (b) Speech-language pathologists who hold a valid license issued by Tennessee or an out-of-state licensing Board of Communication Disorders and Sciences or who hold the Certificate of Clinical Competence from the American Speech-Language-Hearing Association may be issued the professional school service personnel license upon application. There are no additional requirements.
  - (c) Speech-language teachers who have a graduate degree or master's equivalence in speech-language pathology and hold a valid Tennessee teacher license with a speech-language endorsement may be issued the professional school service personnel license upon application.
  - (d) Fully licensed bachelor's level speech-language teachers employed prior to July 1, 2000 may apply for the professional school services personnel license upon completion of the requirements for the master's equivalence. Candidates must earn at least five (5) graduate level semester hours each year and they must complete all program requirements prior to July 1, 2010.
  - (e) Speech-language pathologists who have a graduate degree in speech-language pathology and hold a valid out-of-state educational credential issued before September 1, 2000, may be issued the professional school services personnel license upon application. Applicants with valid credentials issued on or after that date shall pass the examination required by the State Board of Education.
- (3) Candidates applying for a professional school service personnel license as a school audiologist shall satisfy one of the following criteria:
- (a) Applicants new to the field seeking initial professional school services personnel licensure shall complete a graduate degree in audiology from a state or regionally accredited institution of higher education with a graduate level program approved by the American Speech-Language-Hearing Association.
  - (b) Audiologists who hold a valid license issued by Tennessee or an out-of-state licensing Board of Communication Disorders and Sciences or who hold the Certificate of Clinical Competence from the American Speech-Language-Hearing Association may be issued the professional school services personnel license upon application. There are no additional requirements.
  - (c) Audiologists who have a graduate degree in audiology and hold a valid out-of-state educational credential issued before September 1, 2000, may be issued the professional school service personnel license upon application. Applicants with valid credentials issued on or after that date shall pass the examination required by the State Board of Education.

**Authority:** T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed November 22, 1993; effective March 30, 1994. Expired rules edited by Secretary of State in October 1996. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed December 31, 2001; effective April 30, 2002. Amendments filed May 19, 2005; effective September 28, 2005.

#### **0520-02-04-.13 REQUIREMENTS FOR THE OCCUPATIONAL EDUCATION LICENSE.**

- (1) Apprentice Occupational Education License.

(Rule 0520-02-04-.13, continued)

(a) Issuance of License.

An apprentice occupational education license may be issued to individuals who meet the following requirements. Qualifications including experience and educational preparation shall be reviewed by the Department of Education staff who shall recommend issuance of the apprentice occupational education license.

1. Health Science

- (i) The secondary health science teacher shall have completed one (1) year of successful employment, obtained through full-time or part-time status, within the past five (5) years in a related health occupation prior to teaching.
- (ii) Endorsements in Other Occupational Education can be obtained through one (1) of four (4) pathways using work experience, industry certification and postsecondary training. The four (4) possible pathways are:
  - (I) Credentialed (certificate or diploma) postsecondary training in the endorsed area, or associate degree, or industry certification may substitute for two (2) years of work experience. In addition, applicant must have at least three (3) years of work experience in the endorsed area in the last eight (8) years for a total of five (5) years; or
  - (II) A combination of an associate degree related to the endorsed area and industry certification may be substituted for four (4) years of work experience. In addition, applicant must have at least one (1) year of work experience in the endorsed area in the last eight (8) years for a total of five (5) years; or
  - (III) A bachelor's degree or higher degree in the endorsed area may be substituted for partial or full credit of work experience depending on the endorsement and related industry; or
  - (IV) Five (5) years of full-time work experience accrued in the occupational area of endorsement within the last eight (8) years.
- (iii) An other occupational educator shall be a high school graduate or the equivalent, as determined by the General Education Development (GED) test.
- (iv) Cosmetology and barbering teachers must hold current licensure issued by the respective state licensing board to instruct in Tennessee.

(b) Validity of License.

The apprentice occupational education license shall be valid for five (5) years; except that when a teacher becomes employed in a Tennessee public school, the license shall be valid until the teacher has been employed three (3) years at the apprentice level.

(c) Renewal of License.

(Rule 0520-02-04-.13, continued)

1. The holder of the apprentice occupational education license who was not employed for three (3) or more years in a Tennessee public school during the five (5) year period of license validity may be reissued the license.
2. In order to have the license reissued, the teacher must have obtained or maintained current industry certification in the area of endorsement where available and acceptable as the industry standard.
3. In order to have the license reissued, the teacher must provide verification of the updating of competency in the occupational area including two (2) years of work experience within the past five (5) years or sixty (60) clock hours of participation in professional/technical workshops or a combination.

(2) Professional Occupational Education License.

(a) Issuance of License.

The teacher may advance to the professional occupational education license provided that he/she has completed the following requirements. Prior to the fourth year of teaching, the teacher shall provide to the Department of Education documentation that the following requirements have been met:

1. Attendance during the first year of teaching for a total of five (5) days at new teacher training sponsored by Career & Technical Education Division, Department of Education.
2. Four (4) days release time to observe three (3) experienced teachers within their endorsed teaching area and one (1) experienced teacher outside of their teaching area.
3. Assigned teacher mentor during the first three (3) years of teaching.
4. Complete three (3) years of teaching in an approved school.
5. Receive a positive recommendation from the local education agency based on evaluation under a model approved by the State Board of Education.
6. Complete successfully a teacher education program of eighteen (18) semester hours designed to meet the knowledge and skills for teacher preparation. Candidates must be recommended by an institution of higher education with a preparation program approved according to standards and guidelines established by the State Board of Education. A teacher who meets all the knowledge and skills at the time of employment is exempted from these requirements.
7. Current/valid Industry Certification where required by teacher endorsement area.

(b) Validity of License

The professional occupational education license shall be valid for ten (10) years.

(c) Renewal of License.

1. A professional occupational education license issued on a bachelor's degree or less is renewable upon verification of completion of ninety (90) professional renewal points (six (6) semester hours of appropriate coursework may be

(Rule 0520-02-04-.13, continued)

substituted for ninety (90) renewal points) within the ten (10) year period prior to the date of the renewal of the license. Professional renewal points are defined in the Professional License Renewal Guide.

2. A professional occupational education license based on a master's degree or above may be renewed with verification of five (5) years endorsed area teaching experience during the period of license validity. In the absence of five (5) years of endorsed area teaching experience, the license is renewable based on verification of completion of ninety (90) professional renewal points (six (6) semester hours of coursework may be substituted for ninety (90) renewal points) within the ten (10) year period prior to the date of the renewal of the license.
3. All teachers that need to earn ninety (90) renewal points and satisfy Career and Technical Education requirements must provide the following documentation:
  - (i) Verification of four hundred eighty (480) hours of non-teaching work experience in the occupational area of endorsement, or ninety (90) clock hours of participation in professional/technical workshops (six (6) semester hours of appropriate coursework may be substituted for ninety (90) clock hours of professional/technical workshops).
  - (ii) All applicants for cosmetology, barbering, and health science must also submit proof they hold a current state license to practice that profession.
  - (iii) Industry Certification for other occupational educators must also be submitted where required by teacher endorsement area.

**Authority:** T.C.A. § 49-1-302 and 49-5-108. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed June 11, 2007; effective October 25, 2007. Amendment filed January 20, 2012; effective June 30, 2012. Amendments filed February 6, 2013; effective July 29, 2013. Amendments filed September 6, 2013; effective February 28, 2014. Amendments filed May 8, 2014; effective October 29, 2014.

#### **0520-02-04-.14 RENEWAL OF TEACHER LICENSES.**

##### **(1) Professional License.**

- (a) A professional license issued on a bachelor's degree is renewable upon verification of completion of ninety (90) renewal points within the ten (10) year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide.
- (b) A professional license issued on a master's degree or above is renewable upon the presentation of evidence of five (5) years experience within the ten (10) year period prior to the date of renewal of the license. In the absence of five (5) years of experience, the license is renewable upon verification of completion of ninety (90) renewal points within the ten (10) year period prior to the date of the renewal of the license.

##### **(2) Apprentice License.**

- (a) The holder of an apprentice teacher license who has three (3) years acceptable experience in a Tennessee public school during the period of license validity but who

(Rule 0520-02-04-.14, continued)

lacks the required positive evaluation to move to the professional teacher license shall be reissued the apprentice teacher license.

- (b) An apprentice teacher license issued on a bachelor's degree is renewable upon verification of completion of forty-five (45) renewal points within the five (5) year period prior to the date of the renewal of the license. Renewal points are defined in the License Renewal Guide.
- (c) An apprentice teacher license issued on a master's degree or above is renewable upon the presentation of evidence of three (3) years experience within the five (5) year period prior to the date of the renewal of the license.

**Authority:** T.C.A. § 49-1-302. **Administrative History:** Original rule filed March 16, 1992; effective June 29, 1992. Amendment filed June 24, 1992; effective September 28, 1992. Amendment filed June 29, 1993; effective September 28, 1993. Amendment filed January 21, 1994; effective May 31, 1994. Amendment filed April 27, 1998; effective August 28, 1998. Amendment filed May 28, 1999; effective September 28, 1999. Amendment filed January 26, 2004; effective May 28, 2004. Amendment filed June 11, 2007; effective October 25, 2007. Amendment filed March 24, 2014; effective August 29, 2014. Withdrawal of the March 24, 2014 amendment filed July 10, 2014 by the State Board of Education.

#### **0520-02-04-.15 RENEWAL OF ADMINISTRATOR LICENSES.**

- (1) Beginning Administrator A and B Licenses.
  - (a) A beginning administrator license is renewable upon application.
- (2) Professional Administrator License.
  - (a) A professional administrator license is renewable upon application.

**Authority:** T.C.A. §§ 49-1-302 and 49-5-108. **Administrative History:** Original rule filed November 3, 1993; effective March 30, 1994. Amendment filed May 28, 1999; effective September 28, 1999.